



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

## Grant Opportunity Guidelines

# First Nations Digital Inclusion - The First Nations Digital Support Hub Program and the Network of Digital Mentors Program – Combined Grant Opportunity Guidelines

<b>Opening date:</b>	<b>[TBC]</b>
<b>Closing date and time:</b>	<b>[TBC]</b>
<b>Commonwealth policy entity:</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications and the Arts</b>
<b>Administering entity</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications and the Arts</b>
<b>Enquiries:</b>	<b>If you have any questions, contact us at <a href="mailto:FirstNationsDigitalInclusion@infrastructure.gov.au">FirstNationsDigitalInclusion@infrastructure.gov.au</a> Questions should be sent no later than insert <b>[TBC]</b></b>
<b>Date guidelines released:</b>	<b>[TBC]</b>
<b>Type of grant opportunity:</b>	<b>Targeted, competitive</b>

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# 1. First Nations Digital Inclusion – First Nations Digital Support Hub Program and the Network of Digital Mentors Program processes

**The First Nations Digital Support Hub Program and the Network of Digital Mentors Program are designed to achieve Australian Government objectives**

This grant opportunity forms part of the Government's package of First Nations Digital Inclusion measures and contributes to Department of Infrastructure, Transport, Regional Development, Communications and the Arts' (DITRDCA) Outcome 5.1. The DITRDCA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



**The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#)



**You complete and submit a grant application**

You complete an application/s, for the First Nations Digital Support Hub program and/or the Network of Digital Mentors Program addressing all of the eligibility and assessment criteria to be considered for the respective grants.



**We assess all grant applications**

We assess the applications against eligibility criteria and will notify you if you are not eligible, if applicable. We assess your eligible application against the merit assessment criteria including an overall consideration of value for money and compare it to other applications, if applicable



**We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



**Grant decisions are made**

The decision maker decides which application/s is successful for the First Nations Digital Support Hub Program and the Network of Digital Mentors Program



**We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with the successful applicant/s.



**We enter into a grant agreement**

We will enter into a grant agreement with successful applicant/s. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant/s by working with you, monitoring your progress and making payments.



**Evaluation**

We evaluate specific grant activity related to the First Nations Digital Support Hub Program and the Network of Digital Mentors Program. We base this on information provided to us by the grantee and that we collect from various sources.

## 1.1 Introduction

These Grant Opportunity Guidelines (the Guidelines) contain information on the First Nations Digital Support Hub Program and the Network of Digital Mentors Program and set out:

- the purpose of the grant programs and grant opportunities
- the eligibility and merit assessment criteria for each program
- how grant applications are considered and selected for each program
- how Grantees are notified and receive grant payments under each program
- how Grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunities.

You may apply for one, or both programs, however separate applications must be submitted for each program. There is a separate application form you must complete, and separate merit assessment criteria you must address, for each program.

You must read these Guidelines before submitting an application to either, or both, of the programs. We have defined key terms used in these Guidelines in the Glossary at section 15.

These grant opportunities and the implementation of the programs, will be administered by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA).

Any alterations and addenda to these guidelines will be published on GrantConnect.

## 2. About the grant programs

In the 2024-25 Budget, the Government provided funding to support the digital ability and literacy of First Nations Australians through the following programs:

- \$4 million (GST exclusive) to establish the First Nations Digital Support Hub
- \$18 million (GST exclusive) for a Network of Digital Mentors

Aligning the operation of the First Nations Digital Support Hub and the Network of Digital Mentors is seen as an effective way to combine national-level expertise and resources with community-specific needs. Consequently, it is expected that the successful Applicant/s of both programs will work collaboratively.

### **First Nations Digital Support Hub Program**

The purpose of the First Nations Digital Support Hub Program (Digital Support Hub) is to support digital ability and connectivity literacy for First Nations people and communities, helping them to have the skills to be online safely and effectively, and to understand which connectivity option is best for them. It will provide this support through online materials and resources, as well as a telephone support line. The Digital Support Hub will also provide training and other support to the network of digital mentors.

In delivering this grant opportunity, the Grantee will:

- develop a website to provide culturally appropriate information to First Nations people and communities relating to issues such as accessing online services, increasing awareness of

risks and how to be safe online, and understanding connectivity options and which best suits their needs

- identify and engage a minimum of four (or more) First Nations staff for the telephone support line to respond to inbound calls from First Nations consumers, including troubleshooting general device/connectivity problems and assisting with grants applications
- develop training modules and materials for use by call centre staff, ensuring advice is accurate and consistent
- identify, develop and curate materials for the website, including liaising with relevant agencies and organisations to ensure resources are accurate and relevant
- collaborate with similar hubs/online services, including those provided by industry, to share learnings, avoid duplication of effort and understand training requirements for call centre staff
- support the grantee/s of the Network of Digital Mentors.

The grant program will contribute to the DITRDCA's achievement of Portfolio Budget Statement (PBS): *Outcome 5: Promote an innovative and competitive communications sector, through policy development, advice and program delivery, so all Australians can realise the full potential of digital technologies and communications service.*

The purpose of the grant is informed by the recommendations made by the First Nations Digital Inclusion Advisory Group in its initial report released in October 2023.

### **Network of Digital Mentors Program**

The purpose of the Network of Digital Mentors grant is to establish, and train, a network of digital mentors in remote First Nations communities to assist people residing within those communities with their ability to access connectivity, to develop digital skills and literacy and to safely participate in the digital economy. In delivering this grant opportunity, the Grantee will:

- identify, prioritise and select suitable communities for digital mentors, taking into consideration things such as access to affordable connectivity and devices (such as mobile phones, laptops and tablets) within those communities
- identify and select up to 2 individuals (preferably different genders) who are able to fulfil the role of digital mentors within their community and/or surrounding communities, and either hold, or are willing to hold, a Working with Children check to comply with state and territory legislation
- develop a national catalogue of digital training options which can be offered to all participating communities, for them to select training relevant to their needs, and for digital mentors within those communities to be trained in
- support, and remunerate, digital mentors to deliver training and digital mentoring within their communities and/or surrounding communities
- serve as a conduit between Network of Digital Mentors and First Nations Digital Support Hub
- collaborate with similar programs in each jurisdiction to share learnings and avoid duplication of effort
- facilitate learning and engagement between the network of digital mentors and other similar programs
- through the digital mentors: assist community members effectively access online services; increase awareness of risks (such as scams) and ways to mitigate those risks; troubleshoot problems with internet connection or devices; access, understand and use Digital ID and other government platforms such as MyGov.

The grant program will contribute to the DITRDCA's achievement of Portfolio Budget Statement (PBS): *Outcome 5: Promote an innovative and competitive communications sector, through policy development, advice and program delivery, so all Australians can realise the full potential of digital technologies and communications service.*

The purpose of the grant is informed by the recommendations made by the First Nations Digital Inclusion Advisory Group in its initial report released in October 2023.

### **Grant considerations**

Both grants will also help to achieve and progress towards Target 17 of the National Agreement on Closing the Gap: Aboriginal and Torres Strait Islander people have equal levels of digital inclusion by 2026.

The DITRDCA will administer this grant program in accordance with the Commonwealth Grants Rules and Principles 2024 (CGRPs)<sup>1</sup>.

## **3. Grant amount and grant period**

### **3.1 Grants available**

Eligible applicants may apply for one, or both grant opportunities. Where an applicant applies for both grant opportunities, it should be made clear if there are any administrative benefits and cost savings which can be achieved by a single applicant delivering both programs.

#### **First Nations Digital Support Hub**

The Australian Government is providing \$4 million (\$2 million per year, GST exclusive) from 2024-25 for the First Nations Digital Support Hub Program.

The Grantee will be responsible for remaining eligible and ineligible program costs, unless otherwise agreed.

#### **Network of Digital Mentors**

The Australian Government is providing \$18 million (\$6 million per year, GST exclusive) from 2024-25 for the Network of Digital Mentors Program.

The Grantee will be responsible for remaining eligible and ineligible program costs, unless otherwise agreed.

### **3.2 Grant periods**

#### **First Nations Digital Support Hub**

The maximum grant period for the First Nations Digital Support Hub is two years. You must complete your grant by 30 June 2026. An evaluation of the program will be undertaken by DITRDCA.

#### **Network of Digital Mentors**

The maximum grant period for the Network of Digital mentors is three years. You must complete your grant by 30 June 2027. An evaluation of the program will be undertaken by DITRDCA.

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<sup>1</sup> [Commonwealth Grants Rules and Principles 2024 | Department of Finance](#)

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

### 4.1 Who is eligible to apply for the grants?

To be eligible you must:

- have an Australian Business Number (ABN)
- be a legal entity, able to enter into a legal binding agreement
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be a registered training organisation (refers to applicants for the Network of Digital Mentors only)
- have a demonstrated, specialist ability to deliver digital training and technical support to remote First Nations communities in a culturally appropriate manner

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a registered charity or not-for-profit organisation
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

Where you can:

- provide evidence from your board (or chief executive officer or equivalent if there is no board) that the grant activity is supported, and that you can complete the grant activity and meet the costs of the grant activity not covered by the grant
- provide evidence of how you will provide your share of grant activity costs (such as the resourcing and administrative costs of delivering the program), such as an Accountant Declaration, that confirms you can fund your share of the grant activity costs.

This is a targeted, competitive grants process, meaning only applicants who have been invited to submit applications may do so. Eligible Applicants were determined by DITRDCA following public consultation on these Guidelines, public consultation on the First Nations Digital Inclusion package of measures and First Nations Digital Inclusion Roadmap, and through extensive consultation with the First Nations Digital Inclusion Advisory Group and Digital Inclusion Expert Panel.

### 4.2 Who is not eligible to apply for the grants?

You are not eligible to apply if you are:

- not an organisation which satisfies the eligibility criteria in section 4.1 above, and do not have a demonstrated specialist ability to deliver digital training and technical support to remote First Nations communities, in a culturally appropriate manner



- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au))
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual
- unincorporated association
- overseas resident/organisation
- any organisation not included in section 4.1.

### 4.3 What qualifications, skills or checks are required?

For the First Nations Digital Support Hub, all helpdesk staff employed that work with the digital mentors and First Nations people that contact First Nations Digital Support Hub for general support (via either the phone or online helpdesk option), must maintain the following checks, as appropriate to ensure compliance with state and territory legislation:

- Working With Vulnerable People (WWVP) registration
- Working with Children Check (WWCC) registration.

For the Network of Digital Mentors, all digital mentors engaged by the Grantee, to work within communities, must maintain the following checks, as appropriate to ensure compliance with state and territory legislation:

- Working With Vulnerable People (WWVP) registration
- Working with Children Check (WWCC) registration.

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

For the **First Nations Digital Support Hub**, to be eligible your project must:

- build and operate the First Nations Digital Support Hub (website and telephone support line) which leverages and complements other programs and initiatives to support digital ability and connectivity literacy delivered by the Australian Government, states and territories and industry
- support the Grantee of the Network of Digital Mentors, including facilitating sharing of information and coordination of training and materials for the Digital Mentors
- reflect close and ongoing engagement with First Nations people, communities and organisations to ensure the Hub is useful, fit for purpose and culturally appropriate
- provide regular updates on key performance indicators to enable DITRDCA to evaluate outcomes and inform future policy.

For the **Network of Digital Mentors**, to be eligible your project must:

- establish, train and deliver a network of digital mentors in remote First Nations communities, which leverages and complements other existing digital mentoring programs, or comparable digital inclusion programs delivered by the Australian Government, state and territory governments, industry and the private sector
- serves as the conduit between the Network of Digital Mentors and First Nations Digital Support Hub

- develop and deliver a national catalogue of digital training options which can be offered to communities, and delivered through the network of digital mentors, to support communities in accessing online services, raising awareness of risks (such as scams) and utilising platforms such as Digital ID and MyGov
- facilitate continuous learning and engagement between digital mentors
- provide project reporting and information that can be used by the DITRDCA to report on the Program's status and outcome, and to inform future policy consideration.

We may approve other activities, subject to these being inside the project's scope and aligned to the intent and purpose of the grant.

## 5.2 Eligible locations

### First Nations Digital Support Hub

Your grant can include activities delivered at any location across Australia, as the Digital Support Hub is a national service which is delivered online/by telephone.

### Network of Digital Mentors

Your grant can include activities at different locations, as long as they satisfy the following requirements:

- the location is classified by the Australian Bureau of Statistics as 'Remote Australia' or 'Very Remote Australia'
- the location has adequate, affordable telecommunications infrastructure by which most members residing in the community can access the internet (this may include communities who connect through public, or community Wi-Fi services and is not limited to commercial offerings)
- the community has access to a sufficient number of devices (such as mobile phones or laptops) by which to connect to telecommunications infrastructure available within their community
- you are able to identify a suitable person, or persons, who are willing and able to take on the role of digital mentor, and who hold, or are willing to hold a Working with Children Card, or equivalent, to comply with state and territory legislation
- digital mentors are, as much as practically possible, equitably distributed across all jurisdictions
- applications will be considered on both a national level as well as a jurisdictional level. If you are only able to support delivery of Digital Mentors within a specific state or territory, you should indicate that in your application
- Subject to applications received, grant funding may be awarded to a single applicant who will support a national network of digital mentors, or to multiple applicants who will provide a network of digital mentors in specific jurisdictions. Where multiple applicants are selected, it is expected all will work collaboratively to ensure a nationally-consistent and cohesive approach to digital mentoring

## 5.3 Eligible expenditure

### First Nations Digital Support Hub

Not all expenditure on your project may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You can only spend the grant on eligible expenditure on eligible grant activities.

Eligible expenditure items are:

- costs associated with building and operating the First Nations Digital Support Hub, including wages for call centre staff, delivery of training for call centre staff, IT equipment and support, rental costs (if required)
- costs associated with language translation services (audio and written) required to ensure materials are culturally appropriate
- costs associated with community outreach activities, including promotion of the Digital Support Hub in local media
- if required, domestic travel costs (e.g. economy flights, taxi, hire car ground transfers) and accommodation expenses (up to 4 stars) for the First Nations Digital Support Hub Grantee to visit the Grantee of the Network of Digital Mentors Program (for a max 2 visits per financial year over the life of the program)

You must incur the expenditure on your project between the start date and end or completion date for your grant agreement for it to be eligible.

### **Network of Digital Mentors Program**

Not all expenditure on your project may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You can only spend the grant on eligible expenditure on eligible grant activities.

Eligible expenditure items are:

- wages for digital mentors for hours worked in supporting digital mentoring activities undertaken with their communities and/or surrounding communities
- a standard, single laptop for each digital mentor to work from
- training of digital mentors to support them in undertaking their role
- domestic travel costs (e.g. economy flights, taxi, hire car ground transfers) and accommodation expenses (up to 4 stars) for digital mentors to attend training, to travel to nearby communities to perform a digital mentor role within those communities
- domestic travel costs (as per the above) for the Grantee, or their representative, to travel for the purposes of delivering training to digital mentors in communities

You must incur the expenditure on your project between the start date and end or completion date for your grant agreement for it to be eligible.

## **5.4 What the grant money cannot be used for**

You cannot use the grant for the following activities:

- activities inside the project's scope and aligned to the purpose of the grant that has not been approved
- staffing expenditure associated with delivering the grant, unless otherwise listed in Section 5.3 of these Guidelines, and approved by the DITRDCA
- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation

- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The merit assessment criteria for the grants

### **First Nations Digital Support Hub**

You must address all of the following merit assessment criteria in the application.

All criterion have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

We will only award funding where an Applicant can demonstrate the ability to satisfy all merit assessment criteria.

#### **Criterion 1 – Proven Ability to Deliver (10 points)**

You must demonstrate your capacity to deliver the First Nations Digital Support Hub within the specific cost and timeframe, identifying:

- your track record and capacity to deliver the program, including examples of delivering similar projects and online /helpdesk services; this may include previous examples of delivering programs or services at community/local, state or territory levels
- your access to the technical expertise by which to deliver the program
- evidence of contingency planning which mitigates risks of delays
- your track record in engaging with First Nations people and communities in a culturally appropriate way
- the maturity of your proposal including whether you have a project plan, risk management plan, or any other planning you have undertaken.

#### **Criterion 2 – Identification, prioritisation and development of information and training materials (10 points)**

In addressing this criterion, you should outline:

- how you will identify, develop and curate materials for the website to ensure resources are accurate and relevant
- how you will engage with First Nations people and communities to ensure the information and services available through the Hub are culturally appropriate and responsive
- how you will collaborate with similar hubs/online services, including those provided by industry, to avoid duplication of effort and support alignment.

#### **Criterion 3 – The First Nations Digital Support Hub work with the Grantee of the Network of Digital Mentors Program (10 points)**

This criterion should take into consideration the complementary approach between the First Nations Digital Support Hub and the digital mentors, particularly the need to work in partnership with the Grantee of the Network of Digital Mentors program.

In addressing this criterion, Applicants should present their approach in how it would support the Grantee of the Network of Digital Mentors program. You must demonstrate this through identifying:

- how you will engage with the Grantee of the Network of Digital Mentors Program to ensure effective and culturally appropriate support is provided to them, including training and online support
- how you will facilitate collaboration across the Network of Digital Mentors to support a national approach (with local delivery).

#### **Criterion 4 – Identification and Selection of call centre staff (10 points)**

In addressing this criterion, you should identify the process in which call centre staff will be identified and selected, including selection criteria and skill requirements digital mentors will be asked to demonstrate.

You must demonstrate this through identifying:

- how prospective call centre staff will be identified, what process will be undertaken to select them and how this process will support engagement of First Nations Australians
- how you will ensure call centre staff are effectively trained to ensure the advice they provide is accurate and consistent
- how you will ensure prospective call centre staff either have, or are willing to hold, a Working with Children check, or similar, to comply with state and territory legislation.

#### **Criterion 5 – Engaging and leveraging other stakeholders (10 points)**

Engaging and leveraging other stakeholders should take into consideration other like programs, or mentoring networks being delivered by state and territory governments, industry and the private sector. In addressing this criterion, Applicants should outline how the Digital Support Hub will work alongside, collaborate with and support other like programs, to minimise duplication.

You must demonstrate this through identifying:

- how you will work with, leverage and complement other online information resource hubs, including those led by state and territory governments, industry or the private sector
- whether you are able to source, or leverage any co-funding from state and territory governments, local councils, industry, or the private sector to support the Digital Support Hub.

#### **Criterion 6 – Program costs (10 points)**

Applicants should take into consideration all program costs to deliver the First Nations Digital Support Hub. In addressing this criterion, Applicants should demonstrate how they will be using the available grant funding, and on what.

You must demonstrate this through identifying:

- a project budget which how costs will be utilised over the grant period, demonstrating value for money, in accordance with the CGRPs.

Note, grant funding is available over two years from 2024-25, profiled at \$2 million (GST exclusive) per financial year.

### **Network of Digital Mentors Program**

You must address all of the following merit assessment criteria in the application.

All criterion have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

We will only award funding where an Applicant can demonstrate the ability to satisfy all merit assessment criteria.

### **Criterion 1 – Proven Ability to Deliver (10 points)**

**Proven Ability to Deliver** should demonstrate your track record of delivering training, or support programs to remote First Nations communities.

You must demonstrate your capacity to deliver the program within the specific cost and timeframe, identifying:

- your track record and capacity to deliver the program, including example of delivering similar projects, this may include previous examples of delivering state and territory programs
- your access to sufficient resourcing and expertise by which to deliver the program
- evidence of contingency planning which mitigates risks of delays  
the maturity of your proposal including whether you have a project plan, risk management plan, or any other planning you have undertaken.

### **Criterion 2 - Community Identification and Prioritisation (10 points)**

**Community Identification and Prioritisation** should take into consideration the location of the community and whether it satisfies the Australian Bureau of Statistics' definition as Remote Australia, or Very Remote Australia. Consideration should also be given to the access of communities to affordable connectivity and the extent to which community members have access to devices by which to connect to telecommunications and internet services.

In addressing this criterion, Applicants should clearly indicate the mechanism by which they will identify communities and assess their access to connectivity, including assuring sufficient devices by which to connect to telecommunications services are available within the community. This criterion will ensure communities are effectively prioritised for digital mentors and that digital mentors are not deployed in communities who are unable to connect, or have limited access to, the internet.

You must demonstrate this through identifying:

- how connectivity access in communities will be identified
- how the access of communities to devices, such as laptops, tablets and mobile phones will be identified
- how the Grantee will ensure an equitable spread of digital mentors across each state and territory
- any other indicators which will be used to identify, prioritise and assess the suitability of communities for digital mentors and to assure digital mentors are being targeted effectively.

You may submit an application which has either a national-reach and can support a network of digital mentors across all of Australia, or with a jurisdictional-reach. Where you are only applying for funding to support one, or some, jurisdictions (for example, Queensland), you need to clearly state this within your application.

### **Criterion 3 – Identification and Selection of Digital Mentors (10 points)**

**Identification and Selection of Digital Mentors** should take into consideration the process by which a mentor will be identified and selected. In addressing this criterion, Applicants should identify the process in which a mentor will be identified and selected, including selection criteria and skill requirements digital mentors will be asked to demonstrate.

You must demonstrate this through identifying:

- how prospective digital mentors will be identified, what process will be undertaken to select them and how this process will be flexible to meet the needs of individual communities
- how the Grantee will ensure digital mentors are able to support community members use platforms such as MyGov and Digital ID
- how the Grantee will ensure prospective digital mentors either have, or are willing to hold, a Working with Children check, or similar, to comply with state and territory legislation.

#### **Criterion 4 – Engaging and leveraging other stakeholders (10 points)**

**Engaging and leveraging other stakeholders** should take into consideration other like programs, or mentoring networks being delivered by state and territory governments, industry and the private sector. In addressing this criterion, Applicants should outline how the network of digital mentors, established under this program, will work alongside, collaborate with and support other like programs, to minimise duplication.

You must demonstrate this through identifying:

- how the Grantee will work with, leverage and complement other digital mentoring networks, including those led by state and territory governments, industry or the private sector
- whether you are able to source, or leverage any co-funding from state and territory governments, local councils, industry, or the private sector to support the network of digital mentors.

#### **Criterion 5 – Training Offerings and Delivery (10 points)**

**Training offerings and delivery** should take into consideration the training offerings currently available in the market. Your response should outline how you will identify training relevant to digital mentors and develop a national catalogue of training options, which can be offered equally to all participating communities. Your approach should demonstrate the ability to remain flexible enough to allow individual communities and digital mentors to select training options which suit the individual needs of communities.

In addressing this criterion, Applicants should identify whether they are able to leverage any existing training offerings and adapt for this program and if not, how a national training catalogue will be developed. The Applicant should also outline how communities will be engaged to select training offerings from the national catalogue which suits their individual needs and how the Applicant will deliver the training, including identifying whether training will be undertaken within individual communities, or centrally.

You must demonstrate this through identifying:

- how the Grantee will develop a national catalogue of training options and offer to communities
- how training will be delivered to digital mentors and how engagement between digital mentors in different communities will be facilitated
- how the Applicant will maintain a record on which training offerings, offered through the national catalogue are most sought after by communities, to inform future program consideration by the DITRDCA.

#### **Criterion 6 – Program costs (10 points)**

Applicants should take into consideration all program costs to deliver the network of digital mentors. In addressing this criterion, Applicants should demonstrate how they will be using the available grant funding, and on what.

You must demonstrate this through identifying:



- a project budget, which outlines training costs and costs associated with employing digital mentors and how costs will be utilised over the grant period, which demonstrates value with relevant money, in accordance with the CGRPs
- Any co-contributions, both cash, or in-kind, from the private sector, state and territory government, local governments or councils. This may include your ability to draw on existing training resources, at no cost.

Note, grant funding is available over three years from 2024-25, profiled at \$6 million (GST exclusive) per financial year.

If you apply for both the First Nations Digital Support Hub and Network of Digital Mentors Program, you should indicate whether there are any administrative benefits, cost efficiencies, or savings, which could be realised if you were successful in being awarded funding under both programs.

## 7. How to apply

Before applying, you must read and understand these guidelines.

These documents may be found at [GrantConnect](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete and submit an application (for either the First National Digital Support Hub, the Network of Digital Mentors Program or, or for both programs) and submit it to [FirstNationsDigitalInclusion@infrastructure.gov.au](mailto:FirstNationsDigitalInclusion@infrastructure.gov.au) by **11:59 (AEDT) XX, XX 2024**
- provide all the information requested
- address all eligibility criteria and merit assessment criteria
- include all necessary attachments.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately at [FirstNationsDigitalInclusion@infrastructure.gov.au](mailto:FirstNationsDigitalInclusion@infrastructure.gov.au). We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within three working days.

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<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents



If you need further guidance around the application process contact us at [FirstNationsDigitalInclusion@infrastructure.gov.au](mailto:FirstNationsDigitalInclusion@infrastructure.gov.au).

## **7.1 Attachments to the application**

We require the following documents with your application:

- an indicative budget for each application. If you apply for both programs, you should identify any cost efficiencies which could be realised should you be selected to deliver both programs
- a project management plan
- a risk management plan
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents
- evidence of support from your organisation's board, CEO or equivalent
- accountant declaration

You must attach supporting documentation to the application. You should only attach requested documents. We will not consider information in attachments that we do not request.

## **7.2 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around **XXX 2025**.

Table 1: Expected timing for the First Nations Digital Support Hub and the Network of Digital Mentors Program and grant opportunities

First Nations Digital Support Hub Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreement	1-3 weeks
Notification to unsuccessful Applicants	2 weeks
Earliest start date of project	XXX 2025
End date of grant activity or agreement	30 June 2026
Network of Digital Mentors Program Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreement	1-3 weeks
Notification to unsuccessful Applicants	2 weeks
Earliest start date of project	XXX 2025
End date of grant activity or agreement	30 June 2027

### 7.4 Questions during the application process

The Commonwealth entity (the DITRDCA) will respond to emailed questions within three working days.

## 8. The grant selection process

### 8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

Only eligible applications will move to the next stage. We consider eligible applications through a targeted non-competitive grant process.

Applications will be considered in terms of how they address the merit assessment criteria (see Section 6). We will consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objectives to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- with regards to the Network of Digital Mentors Program, how the grant activities will target remote communities or individuals
- how dependencies such as connectivity, affordability, access and digital ability of communities will be managed to ensure value for money is achieved and the digital mentors are targeted effectively, along with the First Nations Digital Support Hub being delivered in a culturally appropriate way

## 8.2 Who will assess applications?

In relation to both the **First Nations Digital Support Hub** and **Network of Digital Mentors Program**, an assessment committee will review each application on its merit and score applications against the above merit criteria. The assessment committee will be made up of Executive Level employees of the DITRDCA Digital Inclusion and Deployment Branch and a representative from the National Indigenous Australians Agency. The one committee will assess applications under both programs to ensure a joined up approach between both programs. The assessment committee will further undertake a value for money assessment on each application.

We may ask external experts to inform the assessment process. Any expert, who is not a Commonwealth Official, will be required to perform their duties in accordance with the CGRPs.

The assessment committees listed above may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committees may also consider information about you or your application that is available through the normal course of business.

The assessment committees will make their recommendations to the Minister for Communications on which application, or applications, to approve for both of the listed grants.

## 8.3 Who will approve grants?

The Minister for Communications decides which grant/s to approve for funding, taking into account the recommendations of the assessment committees and the availability of grants' funds for the purposes of both grant programs.

The Minister's decision is final in all matters, including:

- the approval of the listed grant
- the funding amount to be awarded under both grants.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to either grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

### 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. We will give written feedback within one month of your request.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will use the standard grant agreement for both the First Nations Digital Support Hub and the Network of Digital Mentors programs.

Each agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on request by contacting [FirstNationsDigitalInclusion@infrastructure.gov.au](mailto:FirstNationsDigitalInclusion@infrastructure.gov.au).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk. You must not start any Network of Digital Mentors Program activities or First Nations Digital Support Hub activities, until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

#### **Standard Grant Agreement**

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

### 10.2 Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to ensure (where applicable regarding your application) that both the digital mentors, and the staff employed by First Nations Digital Support Hub that will be engaged under a grant opportunity, comply with:

- State or territory legislation including in relation to working with children, or other vulnerable cohorts.

### 10.2.1 Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)<sup>3</sup> endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

## 10.3 How we pay the grant

The grant agreement/s will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third-party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in arrears, based on your progress against milestones and based on your actual eligible expenditure. Payments are subject to satisfactory progress.

We set aside a percentage of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations. We may need to adjust your progress payments to align with available grant program funds across financial years and/or to ensure we retain a minimum percentage of grant funding for the final payment.

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<sup>3</sup> <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

## 10.4 Grants Payments and GST

Payments will be GST Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>4</sup> We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.4 of the [CGRPs](#).

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister for Communications, or their representative, to attend.

### 12.2 Reporting

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

#### **Progress reports**

Progress reports must:

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<sup>4</sup> <https://www.ato.gov.au/>

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities)
- provide information about the Network of Digital Mentors and the First Nations Digital Support Hub (where applicable) and progress made to improve digital inclusion within communities.

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

### **Ad-hoc reports**

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### **Final report**

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- provide information on the Network of Digital Mentors and the First Nations Digital Support Hub (where applicable) and progress within communities that the digital mentors are active in.
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

## **12.3 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting the Department ([FirstNationsDigitalInclusion@infrastructure.gov.au](mailto:FirstNationsDigitalInclusion@infrastructure.gov.au)).

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## **12.4 Compliance visits**

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## **12.5 Evaluation**

We will evaluate grant programs to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the applicable grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

## 12.6 Acknowledgement

If you make a public statement about a program, including in media releases, on social media and in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under that Act grantees will generally be considered ‘contracted service providers’. For more information see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>.

### 13.1 Enquiries and feedback

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts’ complaints process apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [FirstNationsDigitalInclusion@infrastructure.gov.au](mailto:FirstNationsDigitalInclusion@infrastructure.gov.au)

If you do not agree with the way the Commonwealth entity has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: <https://www.ombudsman.gov.au/>

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunities or programs. There may be a conflict of interest, or perceived conflict of interest, if DITRDCA’s staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.



If you later identify an actual, apparent, or perceived conflict of interest, you must inform the DITRDCA in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

### 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant Applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the DITRDCA would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.5 Freedom of information

All documents in the possession of the Australian Government, including those about both grant opportunities, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator  
Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
GPO Box 594  
CANBERRA ACT 2601

By email: <mailto:FOI@infrastructure.gov.au>

### 13.6 Glossary

Term	Definition
Accountable Authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
Administering Entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes

Term	Definition
Affordable	this means a connectivity or telecommunications service which the majority of people in the community can afford to access through either commercial means, or because the service is offered to the community for free (for example through community Wi-Fi).
Applicant	an entity who makes an application for this grant opportunity
Commencement Date	the expected start date for the grant activity
Completion Date	the expected date that the grant activity must be completed and the grant spent by
Connectivity	means any type of telecommunications service by which the internet can be accessed and may include but is not limited to the National Broadband Network, or telecommunications services such as 4G and 5G but could include emerging technologies such as Low Earth Orbit Satellites.
Co-sponsoring Entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
Date of Effect	can be the date on which a grant agreement is signed or a specified starting date.
Decision Maker	the person who makes a decision to award a grant
Device	means any type of hardware device capable of sending, receiving or otherwise transmitting information. This may include but is not limited to a mobile handset, table, laptop, or computer.
Eligibility Criteria	refer to the mandatory criteria which must be met to qualify for a grant. Merit Assessment criteria may apply in addition to eligibility criteria.
Commonwealth Entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#"><u>Commonwealth Grants Rules and Principles (CGRPs)</u></a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
English Language Literacy	means the ability to read, write, speak and listen in English, at a level sufficient by which to help others communicate, and understand in English. Digital Mentors and staff employed by the First Nations Digital Support, will be required to have proficiency in written English by which to understand and support other community members to access and utilise online platforms such as Digital ID and My Gov.
Eligible Locations	a community that has adequate affordable connectivity and access to devices by which to connect, who would benefit from having a digital mentor.
Ineligible Locations	communities which are not classified by the Australian Bureau of Statistics as Remote Australia or Very Remote Australia ( <a href="https://www.abs.gov.au/remoteness-areas">Remoteness Areas   Australian Bureau of Statistics (abs.gov.au)</a> ), or communities who do not have adequate affordable connectivity, or access to sufficient devices by which to connect.
Grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
Grant Activity/Activities	refers to the project/tasks/services that the grantee is required to undertake
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs
Grantee	An applicant who has been selected to receive a grant under the Grant Opportunity.

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Grant Opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
Grant Program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
Merit Assessment Criteria	comprise eligibility criteria and criteria by which applications will be considered.
National Catalogue of Digital Training Options	A menu of options which lists all available digital training the Grantee can offer to communities and digital mentors. Individual communities can then select the training which most aligns to their individual needs.
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Program Delegate	A Senior Executive officer of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.
Selection Process	the method used to select potential grantees. This process may involve the assessment of applications against the eligibility criteria and/or the assessment criteria.
Value with Money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>

Term	Definition
Working with Children Checks	State and territory governments have legislated requirements for individuals working with children, during the course of their work, to ensure those individuals have a background check undertaken and are screened for suitability.